



Letter of Intent

IAC strongly encourages applicants to submit a “Letter of Intent” form for each proposed application. Staff will use the information you supply to make sure you have the most up to date grant information, including any recent changes to the application forms, schedules, workshop notices, and policy materials. Submission of this form does not obligate you in any way.

Please complete the following items:

- ◆ Contact Person
- ◆ Proposed Project Information
- ◆ Program Information
- ◆ Planning Information

Grant Program	Letter of Intent Due Date
Boating Infrastructure Grants Land and Water Conservation Fund National Recreational Trails Program	February 2, 2004
Aquatic Lands Enhancement Account Boating Facilities Program Washington Wildlife and Recreation Program	March 1, 2004
Nonhighway and Off-road Vehicle Activities Program	September 1, 2004

Letter of Intent - Example

Contact Person - (type or print legibly)		
Contact	<i>Iman Applicant</i>	
Job Title	<i>City Manager</i>	Phone Numbers
Agency/Organization	<i>Any Department - Jurisdiction</i>	<input checked="" type="checkbox"/> Day / Work <i>(509)235-6789</i>
Address	<i>1234 Fund Seeker Lane</i>	<input type="checkbox"/> Evening
City	<i>Any Town,</i>	<input checked="" type="checkbox"/> Fax <i>(509)235-6779</i>
State	<i>WA</i>	<input type="checkbox"/> Mobile
Zip	<i>12345-6789</i>	Email Address
		<i>Inmana@needmoney.org</i>

Proposed Project Information		
Project Name	<i>Newgrant 2004</i>	
Project Type	<input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Combined (Acquisition & Development) <input type="checkbox"/> Maintenance (NOVA & NRTP) <input type="checkbox"/> Non-Capital (NOVA or BFP Planning) <input type="checkbox"/> Planning /Acquisition	
City	<i>Any Town</i>	County <i>Yakima County</i>
Brief Description	<i>Acquire two acres to add to existing city property for a new 5 acre downtown park.</i>	

Program Information - (check program type and category, if known)		
Program <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> ALEA <input type="checkbox"/> BIG <input type="checkbox"/> Boating Facilities – Local <input type="checkbox"/> Boating Facilities – State <input type="checkbox"/> LWCF <input type="checkbox"/> NOVA <input type="checkbox"/> NRTP – General <input type="checkbox"/> NRTP – Education </div> <div style="width: 45%;"> <input type="checkbox"/> WWRP – Critical Habitat <input checked="" type="checkbox"/> WWRP – Local Parks <input type="checkbox"/> WWRP – Natural Areas <input type="checkbox"/> WWRP – State Parks <input type="checkbox"/> WWRP – Trails <input type="checkbox"/> WWRP – Urban Wildlife Habitat <input type="checkbox"/> WWRP – Water Access </div> </div>		
Amount From IAC	\$ <i>50,000</i>	
Amount From Sponsor	\$ <i>50,000</i>	
Project Total	\$ <i>100,000</i>	

Planning Information - (BFP, LWCF, NOVA, and WWRP Only)	
Adoption date of your most recent plan establishing IAC eligibility:	<i>Adopted 4/30/02.</i>
Type or name of plan:	<i>Anytown Outdoor Recreation Plan.</i>

Letter of Intent - Instructions

IAC strongly encourages applicants to submit the “Letter of Intent” form, so that we can tailor our efforts to meet your needs. Remember, submission of this form does not obligate your organization in any way.

Contact Person Enter the name, job title, address, email address, and phone numbers of the contact for this project proposal.

Proposed Project Information **Project Name.** The project name selected may be with the project indefinitely, so give it some thought. We suggest that you create the name in two or three parts. The first part is its proper name, the second is facility type, and the third, if necessary, describes the phase. For example, Millersylvania Campground - Phase 2, Cap Sante Marina Moorage, Seal Rock Interpretive Trail, etc.

Project Type. Check one space only. If you have questions, contact an IAC project manager at (360) 902-3000.

City/Town – County. Enter a city/town only if the project is located within that city or town. Also, enter the name of the county where the project is located. If the county is unknown, leave this space blank.

Brief Description. Describe your project in **50** words or less.

Program Information

Check the appropriate box – one per proposal:

- ALEA** Aquatic Lands Enhancement Program
- BIG** Boating Facilities Infrastructure Program
- BFP** Boating Facilities Program
- LWCF** Land and Water Conservation Fund Program
- NOVA** Nonhighway and Off-Road Vehicle Activities Program
- NRTP** National Recreational Trails Program
- WWRP** Washington Wildlife and Recreation Program

Planning Information

Four of IAC’s programs require that an applicant provide an adopted plan to establish eligibility for grant assistance. If your agency has a park, recreation, open space and/or habitat plan enter the adoption date and name of the appropriate plan. Consult *IAC Manual 2, Planning Policies* for further information. This manual is available on our website:
<http://www.iac.wa.gov/iac/docs.htm>

Letter of Intent

Contact Person - (type or print legibly)

Contact:

Job Title:

Agency/Organization:

Address:

City:

State: WA

Zip:

Phone Numbers:

☐ Day / Work

☐ Evening

☐ Fax

☐ Mobile

Email Address:

Proposed Project Information

Project Name:

Project Type

- ☐ Acquisition
- ☐ Development
- ☐ Combined (Acquisition & Development)
- ☐ Maintenance (NOVA & NRTP)
- ☐ Non-Capital (NOVA or BFP Planning)
- ☐ Planning /Acquisition

City:

County:

Brief Description:

Program Information - (check program type and category, if known)

Program

- | | |
|---|--|
| <input type="checkbox"/> ALEA | <input type="checkbox"/> WWRP – Critical Habitat |
| <input type="checkbox"/> BIG | <input type="checkbox"/> WWRP – Local Parks |
| <input type="checkbox"/> Boating Facilities – Local | <input type="checkbox"/> WWRP – Natural Areas |
| <input type="checkbox"/> Boating Facilities – State | <input type="checkbox"/> WWRP – State Parks |
| <input type="checkbox"/> LWCF | <input type="checkbox"/> WWRP – Trails |
| <input type="checkbox"/> NOVA | <input type="checkbox"/> WWRP – Urban Wildlife Habitat |
| <input type="checkbox"/> NRTP – General | <input type="checkbox"/> WWRP – Water Access |
| <input type="checkbox"/> NRTP – Education | |

Amount From IAC \$

Amount From Sponsor \$

Project Total \$

Planning Information - (BFP, LWCF, NOVA, and WWRP Only)

Adoption date of your most recent plan establishing IAC eligibility:

Type or name of plan: